# Homeless Prevention Program (HPP)

How to Apply Sessions

March 19 and 20, 2012

Overview

- State funded homeless prevention program

- Formerly HIP

- Significant programmatic changes from HIP

- Intended for statewide use

- Open, competitive process
  - ONLINE APPLICATION (CAMS)
  - DUE APRIL 20, 2012

- Two-year grant term (2nd year renewal based on available funding, performance, and compliance)
  - (July 1, 2012 - June 30, 2013)
  - (July 1, 2013 – June 30, 2014)
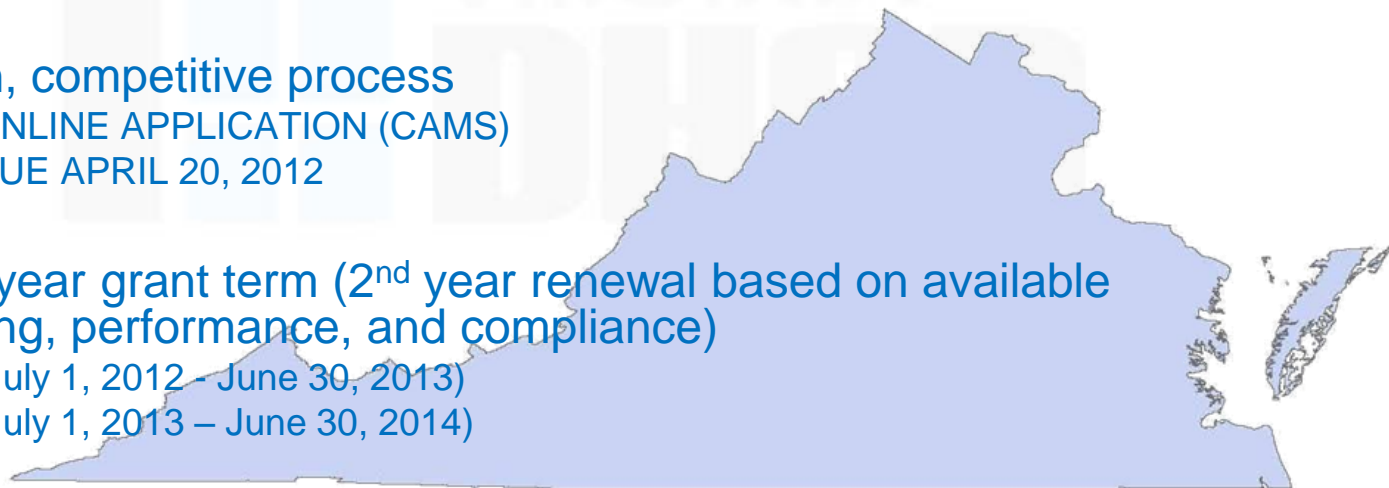
Funding Levels

- Estimated to be approximately $4,569,000

- Community-based funding

- Anticipate award in the $100,000 - $250,000 range

- Actual awards based on request, score, proposed use, local need, and available funds

- Don't intend to award more than one grantee per CoC or local planning group

Grantee/Applicant Eligibility

- Nonprofit or unit of local government

- Current on 990 filings (not applicable to units of government)

- Established standard accounting practices

- No outstanding audit or monitoring findings, IRS findings, or other compliance issues

- Demonstrated proposed program will be a part of a coordinated local effort

- Current HMIS user

- Prior experience with homeless prevention activities

HPP Program Approach –Diversion

Diversion is a strategy that <u>prevents homelessness </u>for households <u>seeking shelter </u>by helping them identify immediate <u>alternatives to homelessness </u>and connecting them, if necessary, with services and financial assistance.

HPP Program Approach –Diversion

- Intervene as household (including individuals) is seeking shelter

- Works best when coordinated with local service entry points

- Intake or triage goal is to identify households who are good candidates for diversion:
  - Currently in their own unit where an intervention could prevent a shelter stay

  - Currently in someone else's unit (doubled up) where an intervention could prevent a shelter stay

- If unit or situation isn't safe then a shelter stay may be unavoidable

- Shelter waiting lists are a good source for potentially eligible households

HPP Program Approach –Diversion

- Case management begins immediately to start housing stabilization planning

- Involves finding immediate housing and/or assistance to address the crisis and planning for longer term stability

- Households can be stabilized in the existing or may require a move from a temporary housing situation (in either case <u>avoiding</u> homelessness)

HPP Program Approach –Diversion

Successful diversion program include the following components:

- Screening tools and processes –quick assessment and appropriate diversion

- System entry points –assessment and provision of some crisis stabilization services

HPP Program Approach –Diversion

Process and system requirements include:

- Assuring that all households are screened at the entry point
- Entry points are easily accessible
- Other service providers refer appropriate candidates to HPP program
- Shelter waiting list are screened for appropriate households for the program
- Assessment tools allow for the identification of appropriate diversion households
- Written policies and procedures

HPP Program Approach –Diversion

Measure of success:

- Appropriate processes in place and evidence that the grantee is following the policies and procedures (identifying and serving appropriate HPP household)

- Percentage appropriate households identified where homelessness was avoided

- Percentage of appropriate households served stabilized in permanent housing

- Reduction in the number of households on shelter waiting list (where appropriate)

- Reduction of the number of households entering the homeless assistance system

Program Participant Eligibility

- Verification and documentation required

- "But for this assistance…"
  - No appropriate subsequent housing option identified
  - No financial resources or other resources to obtain or remain housed

- Below 50 percent AMI

- No more than $500 in assets

- Initial consultation required

- Recertification of eligibility every three months

- At least one high risk or two moderate risk factors

- Eviction within two weeks

- Discharge within two weeks

- Residency in housing that has been condemned

- Sudden and significant loss of income

MODERATE Risk Factor
(at least two)

- Sudden and significant increase in utility costs
- Mental health and substance abuse issues
- Physical disability or other chronic health issue
- Serve housing costs burden (greater than 50% of HH income)
- Homeless in last 12 months
- Young head of households (under 25 with children or pregnant)
- Current or past involvement with Child Welfare (including foster care)
- Pending foreclosure
- Extremely low income (below 30% AMI)
- High overcrowding
- Past institutional care (treatment center, prison, hospital)
- Recent traumatic life event
- Credit problems
- Significant medical debt

Budgetary Limits	
Budget Category	**Limits**
Financial Assistance	No less than 70 percent
Housing Relocation and Stabilization Services	Cannot exceed 20 percent
HMIS	Cannot exceed 5 percent
Administrative Costs	Cannot exceed 5 percent

Financial Assistance

- No less than 70% of award

- Rent
- Rent arrears
- Security deposits
- Utility deposits
- Utility payments (including past due)
- Moving costs
- Application fees
- Mortgages assistance

- Only third party payments

- No duplication of assistance

- Prior HPP (or HIP) assistance may NOT exclude a household

Financial Assistance -Rent

- No paying yourself or a subsidiary

- Nine months (per incident)

- Amount of assistance based on need

- Any portion on one month counts as one month toward the nine month limit

- Every three month recertification of eligibility required

- Rent Reasonableness and FMR required

- Property standards apply (new units)

- Must provide appropriate level of case management

Financial Assistance -Deposits

- Security and utility deposits are allowable

- Grantee must not take measures to recapture any security or utility deposits

- If any deposits are recaptured –the must be tracked as program income

- All resulting program income must be used for HPP eligible activities

Financial Assistance –Mortgage Assistance

- Limited cost category (last resort only)

- Must otherwise meet all other HPP eligibility requirements

- Must be necessary to avoid imminent homelessness

- Short term assistance only (no more than three months)

- Beyond three months requires DHCD approval

- Program participant must be working with a certified housing counselor if being considered for mortgage assistance

- All other options must be pursued

- Certified housing counselor must certify as necessary (including documentation that alternatives have been pursued)

Housing Relocation and Stabilization Services

- Limited to 20 percent of total award
- Services focused on assisting program participant with housing stability
- Limited to:
  - Housing case management
  - Housing search
  - Mediation/legal services
  - Credit repair

- Credit repair details:
  - Credit repair does not include payment of bad debt
  - If credit check or background checks are done must be universal
  - Used to assist with housing stability NOT as a means to determine eligibility

Homeless Management Information System (HMIS)

- Limited to five percent of total award

- Grantees MUST use HMIS

- Allowable costs:
  - Reasonable costs associated with operating HMIS for HPP purposes
  - Costs associated with the purchase of HMIS software or user licenses
  - Computer equipment for the purposes of HPP HMIS data entry
  - Data entry and analysis costs (staff)
  - HMIS specific training (travel and staff)

- Ineligible costs:
  - Planning and development of HMIS system
  - New software system

Administrative Costs

- Limited to five percent of total award

- Allowable costs:
  – Costs associated with accounting for grant funds
  – Preparing reports
  – Obtaining audits
  – Staff salaries associated with these activities

- Ineligible costs:
  – Costs associated with providing financial assistance
  – Costs associated with providing housing relocation and stabilization services
  – Costs associated with HMIS data entry and data collection

Ineligible/Prohibited Activities

- Grantee past due taxes

- Grantee late fees

- Repayment of loan from program participant to grantee

- Return of deposits not tracked as program income

- Assistance where other sources are available

- Program participant fees

- See program guidelines for a more extensive list of prohibited activities

Other HPP Requirements

- Discharge coordination
- Appropriate referrals for ineligible households
- Confidentiality (locked and restricted access; use of unique identifiers)
- Grievance policy (notification required both for those ineligible and those where assistance is terminated)
- Recordkeeping (five years)
- DHCD monitoring (programmatic and financial)
- HMIS
- Reporting
- Conflicts of interest
- Property Standards
- Nondiscrimination and Equal Opportunity
- Affirmatively Furthering Fair Housing

Application Process

- Any eligible applicant may apply (doesn't need to be current grantee)

- Due at DHCD by 11:59 P.M. on Friday April 20, 2012

- Electronic Application (CAMS)

- Competitive

- Proposal reviewed and scored by a panel

- Reviewed and scored "as is"

- Proposal must meet minimum thresholds
  - Eligible Applicant
  - Eligible Program/Activities
  - Received before deadline

- Review criteria
  - Need (maximum 25 points)
  - Local Coordination (maximum 25 points)
  - Approach (maximum 25points)
  - Capacity (maximum 25 points)

- Scoring preferences given to applications consistent with state and federal priorities

- Must score at least 60 points to be eligible for funding

Application: Need

- 25 percent of score
- Based on a review of narrative information
- Proposed budget
- Organization budget
- Narrative Includes:

  - Does the proposed program seek to fill what would otherwise be a gap in homeless prevention and homeless services in the proposed area?

  - Is there clearly a demand for the services?

  - How critical is the need for the funding?

Application: Local Coordination

- 25 percent of score
- Based on a review of narrative information
- CoC Certifications
- Narrative Includes:

  - How are the proposed activities coordinated with other activities and funding sources in the service area?
  - To what degree are the proposed activities a part of a local coordinated effort?
  - To what degree will a coordinated or centralized community-based intake system be utilized?
  - Is there a local Ten Year Plan to end homelessness, at what stage is the community in the plan, and how will this proposal further the plan?
  - How will access to mainstream resources be coordinated with the proposed activities?
  - If there are any homeless service providers in the local area how will you be working with them?

Application: Approach

- 25 percent of score
- Based on a review of narrative information
- Narrative Includes:

    – Brief description of proposed program
    – How experienced is your organization with serving the target population and providing similar services and assistance?
    – On which proved methods and/or best practices is the proposed program based?
    – What are the proposed outcomes and objectives for the program?
    – How will the proposed program support state and federal goals to reduce the number of homeless?

- 25 percent of score
- Based on a review of narrative information
- Narrative Includes:

  – How will your organization provide program oversight including the level of board involvement?
  – What is your organization's grant management experience?
  – What is your organization's experience with data collection and reporting?
  – What is your organization's experience with HMIS?
  – How many and what types of findings, concerns, or other compliance issues has your agency had over the past 12 months?
  – To what degree does your organization have written financial policies and procedures?

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Partners for Better Communities

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Commission on Local Government

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Grants and Requests for Proposal (RFP)

Centralized Application and Management System now available for registration

Registration for CAMS is now available. CAMS is DHCD's innovative platform for enhancing interactions with our clients, including applying for funding and managing programs and projects. It is important that you register your organization because DHCD will notify you of program application dates and other updates through CAMS.

More information and registration>> CAMS System

We are pleased to announce the release of the Homeless Prevention Program (HPP) application in
DHCD's new online Centralized Application and Management System (CAMS). To apply, you can access CAMS here.

DHCD is offering how-to-apply workshops for the Homeless Prevention Program (HPP) grant released on March 12, 2012. The workshops will review program parameters, application requirements and the electronic application system. While it is not mandatory, it is highly recommended

DHCD Quick Links

GOVERNOR'S Housing Conference 2012

MAIN STREET

Jack A. Proctor Virginia Building Code Academy

VIDA

Virginia Enterprise Zones

Looking for Tenants? Looking for an Apartment?
VirginiaHousingSearch.com

Virginia Housing Policy

Virginia Foreclosure Task Force

Task Force for Local Government Mandate Review

Local intranet   100%

CAMS Organization Registration

Your organization must register in order to access funding through DHCD. Please note that DHCD does not provide direct assistance to individuals. Only one profile per organization is allowed.

Organization Primary Profile Manager/Contact

The profile manager below will be responsible for receiving profile notifications and will be required to keep the profile up to date.

*First Name: [_____]   *Last Name: [_____]

*Contact Title: [_____]   Cell Number: [___]-[___]-[____]

*Contact Phone: [___]-[___]-[____]   Extension: [____]

*Contact Email: [_____]

Organizational Information

*Organization Name: [_____]   *Street Address: [_____]

                                     Address Line 2: [_____]

*City: [_____]   *ZIP Code: [____]-[___] Whats my +4?

☐ Check this box if the organization address listed above is the mailing address.

Mailing Address: [_____]   Address Line 2: [_____]

City: [_____]   ZIP Code: [____]-[___] Whats my +4?

*Phone Number: [___]-[___]-[____]   FAX Number: [___]-[___]-[____]

*DUNS Number: [_____]   *FEIN: [_____]

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Apply Application

Find a Program: [Homeless Prevention Program - Homeless Prevention Program 2012-13 ▼] [Go]
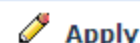
| 1 Results | 1 | Page 1 |

Homeless Prevention Program 2012-13   ✎ **Apply**

The Homeless Prevention Program (HPP) is a state funded program for the prevention of homelessness in Virginia. This program replaces the Homeless Intervention Program (HIP). HPP is designed to divert households from homelessness by providing targeted and limited assistance to households who, but for this assistance, are likely to become homeless.

DHCD anticipates allocating approximately $4,569,000 (based on level funding) to grantees selected through an open competitive application proces
This funding is allocated on a two year funding cycle, where awards will be made for one-year terms and renewed for a second year based on performance, compliance, and available funding.

DHCD anticipates grantee awards in the $100,000 - $250,000 range based on proposed fund uses and local demonstrated need as identified in proposals submitted to DHCD for consideration.

DHCD's goal is to provide funding support for HPP eligible activities across Virginia. Any locality within the state of Virginia is an eligible service area.
The intent of HPP is to provide funding for community-based homeless prevention services. As such, DHCD does not intend to award more than one
grantee per Continuum of Care (CoC) or more than one grantee per Balance of State local planning group, although DHCD may make some exceptio
where necessary.

DHCD is offering "How to Apply" workshops for prospective grantees. The workshops will review program parameters, application requirements, an
the electronic application system. While it is not mandatory, it is highly recommended that all applicants attend.

The "How to Apply" in-person workshops will be held as follows:

Roanoke, Monday, March 19, 2012   1:00pm to 3:00pm

Richmond, Tuesday, March 20, 2012   10:30am to 12:30pm

Applicants must go to https://dmz1.dhcd.virginia.gov/DHCDEvents/default.aspx to register for the workshops by Friday, March 16, 2012. Workshop
details including location information will be provided to registered attendees.

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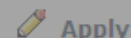
Apply Application

Find a Program: [Homeless Prevention Program - Homeless Prevention Program 2012-13 ▼]   [Go]

1 Results	1	Page 1 of 1

Homeless Prevention Program 2012-13

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Homeless Intervention Prog ~~~~~~ ~~~~~~imited assistance to
households who, but for th ~~~~~~

DHCD anticipates allocating ~~~~~~etitive application process.
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performance, compliance, a ~~~~~~

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Application ID:	2603162012102722
Project Name:	

[Continue]   [Cancel]

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Local intranet   100%

Application Submission

🖶 **Print**

Application ID: 2603162012102722　　Project Name: TEST　　Program Name: Homeless Prevention Program 2012-13

Application Start Date: 03/12/2012　　Application End Date: 04/20/2012

Project Information	Budget Proposal	Question Information	Required Attachments	Additional Information

Project Information　You must click the "Save" button below to save the info you enter in the page!

Organization Name*: `Impact Makers`

Project Primary Contact

First Name*: [＿＿＿＿＿]　　　　　　Last Name*: [＿＿＿＿＿]

Title*: [＿＿＿＿＿＿＿＿＿]　　　　Email*: [＿＿＿＿＿＿＿＿＿]

Work Phone*: [＿] - [＿] - [＿]

Place of Primary Performance

Address*: [＿＿＿＿＿＿＿＿＿]　　　Zip Code*: [＿＿＿] - [＿＿] _Whats my +4?_

City/County*: [＿＿＿＿＿＿＿＿＿]

Primary Service Area

County: ✏ **Add/Edit County**　　　City: ✏ **Add/Edit City**　　　Town: ✏ **Add/Edit Town**
No County Selected.　　　　　　　No City Selected.　　　　　　　No Town Selected.

<div style="text-align:center">[Save]</div>

Local intranet　　　100%

Application Submission

| Application ID: 2603162012102722 | Project Name: TEST | Program Name: Homeless Prevention Program 2012-13 |
| Application Start Date: 03/12/2012 | Application End Date: 04/20/2012 | |

| Project Information | Budget Proposal | Question Information | Required Attachments | Additional Information |

Budget Proposal Information   You must click the "Save" button below to save the info you enter in the page!

Please enter your total Request: $ `0.00`

Cost/Activity Category	DHCD Request	Other Funding	Total
Financial Assistance (Rental/Mortgage Assistance):	$`0.00`	$`0.00`	$`0.00`
Financial Assistance (Housing Relocation and Stabilization):	$`0.00`	$`0.00`	$`0.00`
Financial Assistance Total (no less than 70%):	$`0.00`	$`0.00`	$`0.00`
Housing Relocation and Stabilization Services (20% limit):	$`0.00`	$`0.00`	$`0.00`
HMIS (5% limit):	$`0.00`	$`0.00`	$`0.00`
ADM (5% limit):	$`0.00`	$`0.00`	$`0.00`
Total:	$`0.00`	$`0.00`	$`0.00`

Budget Narrative:

Please upload the budget detail file: (to get the budget detail template file by clicking **HERE**)

[Browse...]

[Save]

Local intranet   100%

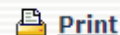| Profile | Search Programs | Downloads | Apply | Application Status | View And Manage Projects | User Guide |

Application Submission

Application ID: 2603162012102722   Project Name: TEST   Program Name: Homeless Prevention Program 2012-13

Application Start Date: 03/12/2012   Application End Date: 04/20/2012

| **Project Information** | **Budget Proposal** | **Question Information** | **Required Attachments** | **Additional Information** |

Please answer following questions: **You must click the "Save" button below to save the info you enter in the page!**

1. **Need Questions** (maximum of 25 points total)

Need: Does the proposed program seek to fill what would otherwise be a gap in homeless prevention and homeless services for the proposed area?

NA

2. Need: Is there clearly a demand (for example, shelter waiting list) for the services?

NA

Save

Welcome Katy Dynes

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Application Submission

🖨 **Print**

Application ID: 2603162012102722   Project Name: TEST   Program Name: Homeless Prevention Program 2012-13

Application Start Date: 03/12/2012   Application End Date: 04/20/2012

| Project Information | Budget Proposal | Question Information | **Required Attachments** | Additional Information |

Please submit/upload following required documents: **You must click the "Save" button below to save the info you enter in the page!**

UPLOAD ATTACHMENTS INSTRUCTION:
Please note that an annual audit and proof of nonprofit status, if applicable, are required and must be attached with the organization's CAMS profile (see manage organizational profile tab). Please contact your organization's CAMS profile manager to assure that the proper documentation has been submitted. The required attachments below include your organization's proposed year budget and an outcome logic model. Please use your own format for these two attachments. In addition to these attachments you must include the Certifications and Assurances and the Continuum of Care Certification. These are both DHCD templates that must be downloaded, completed, and uploaded in CAMS.

Proposed Year Organizational Budget (by programs and funding sources)

| | Browse... |

Outcome Logic Model

| | Browse... |

Certifications and Assurances (DHCD form)
(to get the template file by clicking **HERE**)

| | Browse... |

Continuum of Care Certification (DHCD form)
(to get the template file by clicking **HERE**)

| | Browse... |

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Application Submission

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Application ID: 2603162012102722   Project Name: TEST   Program Name: Homeless Prevention Program 2012-13
Application Start Date: 03/12/2012   Application End Date: 04/20/2012

| Project Information | Budget Proposal | Question Information | Required Attachments | **Additional Information** |

This page is not required. If you would like to leave us a note, please enter here:
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Done   Local intranet   100%

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Application Status

Incomplete Applications:

Application ID	Project Name	Program Name	Updated		
2603162012102722	TEST	Homeless Prevention Program 2012-13	3/16/2012	Edit	Withdraw

Pending Applications:
No Records Found!

In Progress Applications:
No Records Found!

Approved Applications:
No Records Found!

Denied Applications:
No Records Found!

https://dmz1.dhcd.virginia.gov/CAMSPortal/Logout.aspx

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Wrap Up

Due date is 11:59 PM Friday, April 20, 2012

For questions, please contact Kathy Robertson at (804) 225-3129 or
Kathy.robertson@dhcd.virginia.gov